

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 3
ARCADIA MENTAL HEALTH CENTER**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

STAFF ASSISTANT II

Arcadia Mental Health Center is an adult outpatient clinic located in San Gabriel Valley with an opening for a Staff Assistant II (SA II).

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Supervises a clerical team of 10 staff, including 2 Patient Financial Resources Workers, 1 Patient Resources Worker, 1 Sr. Clerk, and 6 Intermediate Typist Clerks
- Serves as administrative/clerical consultant to 6 staff at two other clinic sites
- Provides oversight for the functioning of the building, coordinating repairs with the appropriate DMH unit
- Ensures that various inventory reports are completed in a timely manner
- Oversees the daily clerical operations in the clinic
- Assists clerical staff with data entry and trouble-shooting problems with prescriptions in the PATS system
- Assists the Program Head in preparation of various site visits, Medi-Cal certification visits, and audits

DESIREABLE QUALITIES:

- Experience working supervising a large team in a clinic environment
- Ability to be flexible with evolving programs and work duties
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners
- Good time management skills
- Experience creating Excel documents and other spreadsheets

Individuals currently holding the title of Staff Assistant II are encouraged to submit their resume to the address below. Please submit resume and Performance Evaluations for the last 2 years.

Fax or Email information to:

Elizabeth Gross, Ph.D.

Program Head, Arcadia Mental Health Center

egross@dmh.lacounty.gov

Phone number: (626) 821-5844 *** Fax number: (626) 447-4792